

Chesterfield County Parks & Recreation

Community Building Rental and User-Group Application

Bensley Community Building
2900 Drewry's Bluff Road
North Chesterfield, VA 23237
Phone # 275-5321

Ettrick Community Building
20621 Woodpecker Road
South Chesterfield, VA 23803
Phone # 706-2596

These are physical addresses, not mailing addresses

This facility application must be completed and returned to the appropriate Community Building for rental/user-group confirmation of date. Applicants must read all relevant building information/procedures. **This is not a final reservation form. Confirmation will be sent. Applicants must be 18 years of age or older.**

Date Application Submitted _____

Rental Number _____

Applicant Information

Applicant Name _____ Date of Birth _____

Address _____ City/State/Zip Code _____

Phone (Home) _____ Phone (Cell/Work) _____

Email Address: _____

Program Information

Nature of Program/Event _____

What age group is the rental for? _____ 11 years or younger _____ 12-18 years _____ 18 years and older

Is this rental for a Non-Profit Organization? _____ Yes _____ No 501C _____ yes _____ no

Name of Organization _____ Federal ID# _____

Will fees be charged/collected? _____ yes _____ no

Will a caterer be used? _____ yes _____ no

Date of Program/Event _____

Will there be a band or DJ? _____ yes _____ no Will any special equipment be used? _____ yes _____ no

If yes, what equipment? _____

Time of Event From _____ To _____ (Include Room Set-up & Clean-Up)

Rental Time: Your use of the facility is for the exact time you pay to rent. There is no time provided before to set up and no time after provided for cleanup. You must pay to rent the facility for these purposes. The community buildings will operate during regular hours and will only be open outside these hours during the exact hours for which you have paid to rent the facility. **Extended rental time:** You will only be able to pay to extend your rental time during regular operating hours. Extended hours must be paid for two weeks prior to your rental date.

Total Number Persons Expected _____ Specific Rooms Requested (Rentals Only) _____

Special Request/Needs _____

Signature of Applicant _____

Office Use Only

Date Application Received _____ Total Rental Charges Assessed _____

Application for a special event on county property_____

Application Is ____ Approved ____ Denied ____ Rental ____ User-Group

Signature of Staff _____

CHESTERFIELD COUNTY COMMUNITY BUILDING RENTAL RULES

1. **ALCOHOLIC BEVERAGES, ILLEGAL SUBSTANCES AND FIREARMS.** Alcoholic beverages, illegal substances shall **NOT** be brought or consumed on park properties. No illegal possession of weapons is allowed on Chesterfield County Park Property. Any person believed to be intoxicated, under the influence of illegal substances or illegally possessing a weapon shall be excluded from the property.
2. **ATTENDANCE BY A RESPONSIBLE PERSON.** A responsible person shall be at all functions held within park facilities. Such a person shall work cooperatively with park personnel to insure proper care of property and enforcement of park regulations. Applicant accepts responsibility for any damages that might occur during the period of use. The applicant agrees to save the County harmless from any and all claims for injuries of persons incurred while using the department facilities.
3. **CROWD LIMITATION.** Attendance shall be limited to **the number stated on the facilities rental application**. The applicant shall be directly responsible to the Fire Prevention Bureau for infractions.
4. **GROUNDS AND PROPERTY.** County property shall not be moved or removed from premises. The Parks and Recreation Department reserves the right to inspect the premises during any activity. Supplies provided for rentals include **tables and chairs** only. Any user leaving the facility unattended will be held responsible for any damage or theft that occurs. The user shall not modify or change the heating or cooling in affect during the building use.
5. **GROUP RESPONSIBILITIES.** The organization/individual using the facility shall be responsible for the proper conduct of persons in attendance and the care and cleanup of property which includes taking down all tables and chairs, putting them in storage and sweeping the floor. An adult must closely supervise all children. Building usage shall be limited to the area(s) reserved by the group/individual.
6. **SIGNAGE/DECORATIONS OR STAGING.** Signage/decorations must be installed and removed so as not to deface or damage any park/building property. User **MUST** remove all signage/decorations before leaving the building. Special equipment, such as lights, amplifiers, tents, mechanical rides, etc. is not permitted without a Special Events Permit. Balloons must be secured to a stationary object at all times while inside the facility.
7. **PARKING.** Parking of vehicles on park grounds shall be confined to approved areas and users shall adhere to all traffic regulations in effect at that park. **Please do not park in front of maintenance roads or trails.**
8. **PETS.** Pets are **NOT** allowed in the community buildings. Animals needed to provide assistance to persons with disabilities will be permitted to enter. Pets must be kept on a leash.
9. **Smoking Policy.** The Bensley and Ettrick Community Buildings are both smoke-free environments.
10. **Fees/Charges:** Non-profit groups may conduct fund raising activities. Private and for-profit groups may not charge fees or charges.
11. **Refunds:** Refunds will be granted until two (2) weeks prior to the reservation date and must be requested in writing to the Community Building in use. No refunds will be issued after this time. There will be a \$25 processing fee on all refunds. Refunds will not be granted for inclement weather unless the department closes the facility.
12. **Date Changes:** All requests for date changes must be put in writing and received at the community building being used a minimum of two (2) weeks prior to the original reservation date. Date changes are limited to availability.
13. **Outside Facilities.** Any use of the park outside community buildings requires a special events permit.
14. **If the police are called as the result of any misconduct of the applicant or their guests the rental will end immediately and the applicant and all their guests shall be required to leave the premises immediately.**
15. **An off duty Chesterfield County Police Officer paid directly by the applicant will be required for all facility uses for participants 12-18 years of age. In addition, there must be one adult chaperone for every fifteen participants. If deemed necessary an additional staff will be required and an additional fee charged to the applicant.**
16. **Any false information on the facility rental and user-group application is cause for immediate end of use and the applicant and their guests must leave the premises immediately.**
17. **Check-Out Policy.** The using organization/individual is responsible for the building and the building's contents during use. The check-out form will be filled out by the user and parks and recreation staff. The building must be left in the condition in which it was found.
18. **Rental Time:** Your use of the facility is for the exact time you pay to rent. There is no time provided before to set up and no time after provided for cleanup. You must pay to rent the facility for these purposes. The community buildings will operate during regular hours and will only be open outside these hours during the exact hours for which you have paid to rent the facility.
19. **Extended rental time:** You will only be able to pay to extend your rental time during regular operating hours. Extended hours must be paid for two weeks prior to your rental date.

I HAVE READ, FULLY UNDERSTAND, AND AGREE TO ABIDE BY THE CHESTERFIELD COUNTY COMMUNITY BUILDING RENTAL RULES.

RENTER SIGNATURE: _____ DATE: _____